

All-Liaison COMMBUYS Update



September 1, 2015

Agenda

Update on COMMBUYS September Release

- COMMBUYS enhancements
 - Open and Rolling Enrollment
 - Grant-specific UNSPSC code
 - PO Print Form Improvements
 - Changes to Receiving Screens
 - Release RPA to record Statewide Contract Purchases
- Organization Administrator
 - Organization Administrator set-up
 - OA Readiness Checklist

MMARS Interface Updates

- Status

Ongoing Readiness Activities

- Training program and calendar
- Vendor outreach update

COMMBUYS Enhancements

Open and Rolling Enrollment

Issue	Enhancement
<p>Implement a bidding process that allows for open and rolling vendor enrollment on COMMBUYS Master Blanket Purchase Orders.</p> <p>Business Value: This enhancement is particularly useful for agencies with large purchase-of-service contracts that need the flexibility to add vendors over time. Similarly the capability enables OSD to ensure that Statewide Contracts may be updated to meet emerging buyer needs.</p>	<p>COMMBUYS will allow for open and rolling enrollment of vendors on bids. Open enrollment enables the bid to be opened periodically for new bidders to submit responses. Rolling enrollment enables the bid to stay open and vendor enrollment to happen on an ongoing basis. To take advantage of these capabilities, buyers must:</p> <ul style="list-style-type: none"> • During the procurement process, indicate that the bid will have open or rolling enrollment by selecting the option on the General tab of the bid • View and evaluate responses as scheduled and award or reject them. Winning responses will result in a COMMBUYS Master Blanket Purchase Order with the winning bidder. <p>Availability: September 8, 2015</p> <p>Training:</p> <ul style="list-style-type: none"> • Webinar – 9/4, 9/8, 9/10, 9/14, 9/16, 9/18. 9/22 and beyond • Webcast available 9/11 • Two new job aids – will be published 9/4 • MBPO and Procurement classes will be updated by 9/4 <p>Policy Implications: Current policy governing the practice of using open and rolling enrollments does not change.</p>

COMMBUYS Enhancements

Grant-Specific UNSPSC Code

Issue	Enhancement
<p>Enable potential grant applicants to find grant opportunities posted in COMMBUYS more easily and receive notification of new grant opportunities as they are posted.</p> <p>Business Value: This enhancement helps connect grantors and registered potential grantees to find grant opportunities easily through automated notifications or a simple search.</p>	<p>OSD is implementing a grant-specific commodity code in COMMBUYS. Agencies posting grant opportunities in COMMBUYS may include that UNSPSC code in the bid and municipalities or other potential grant applicants registered as vendors in COMMBUYS may add that UNSPSC code to their profiles in order to receive grant posting notifications. The addition of the code also will make it easier to search for grants using COMMBUYS' Advanced Search capability from the public search.</p> <p>Note: This grant-specific UNSPSC code (00-00-00) is exclusive to Massachusetts, so no information about the code will be available on UNSPSC websites.</p> <p>Availability: August 31, 2015</p> <p>Training:</p> <ul style="list-style-type: none"> • Three new job aids to be published 9/1 • Vendor and Procurement classes updated as 8/21 <p>Policy Implications: Pursuant to the Office of the Comptroller's policy on State Grants, Federal Sub-Grants and Subsidies, Departments must use COMMBUYS to publicly post the availability of a Grant or Grant Program and publish Grant recipients.</p>

All state agencies are subject to 815 CMR 2.00, State Grants, Federal Grant Awards, Federal Subgrants and Subsidies as well as the [Office of the Comptroller's policy on State Grants, Federal Sub-Grants and Subsidies](#). Departments must use COMMBUYS to publicly post the availability of a discretionary Grant or Grant Program and publish the results of grantee selections. Use of COMMBUYS to receive electronic quotes for grant opportunities is optional; however, state agencies are encouraged to require grantees to register and submit quotes (applications) through COMMBUYS, which provides a central repository for receipt of electronic applications. As more grantees use COMMBUYS to identify grant opportunities, they will have a single location to apply for grants from multiple state agencies, resulting in efficiencies for both the grantees and the state agencies.

COMMBUYS Enhancements

PO Print Form Improvements

Issue	Enhancements
<p>Enhance the Purchase Order (PO) print form for clarity and to enable purchasers to provide vendors with special instructions.</p> <p>Business Value: PO print form enhancements will help ensure that Purchasers can convey detailed instructions to vendors so that they have the information they need for accurate billing and deliveries.</p>	<p>The following enhancements to the PO print form are being implemented:</p> <ul style="list-style-type: none"> • A field on the header of the Purchase Order that allows Purchasers to provide special instructions to the vendor. This “Special Instructions” field will be included on the PO print form. This field has a 1,000 character capacity so there is plenty of room for custom messages. • The text box referring to duplicate invoices currently on the PO print form will be removed. • The name, phone number and email address of the Purchaser will appear on the PO print form. • Formatting has been corrected so that the PO print form will not cut off information when printed. • The ability for the OA to customize the print form with a Department’s logo <p>Reminders:</p> <ul style="list-style-type: none"> • Ship-to addresses should be physical locations able to accept deliveries • The Bill-to address on the form contains the email address of the selected LOCATION • Buyers may use Special Instructions area to indicate email address for invoice submission • Purchasers should ensure their contact email and phone number are accurate in their COMMBUYS profile (“My Account”) to ensure accurate Purchaser information is printed on the PO print form <p>Availability: September 8 Note: The ability for OAs to customize the PO print form with a Departmental logo and related guidelines and instructions will be available October 1.</p> <p>Training:</p> <ul style="list-style-type: none"> • Updated PO job aid available 8/31 • Purchasing class will be updated by 8/31 <p>Policy Implications: None.</p>

COMMBUYS Enhancements

PO Print Form Improvements

Special Instructions added on the Purchase Order now will appear on the PO Print Form.

Master Blanket Purchase Order PO-16-1080-OSD01-OSD10-00000003734
Status: 3PI - In Progress

General
Items
Vendor
Routing
Control
Attachments
Notes
Change Orders
Reminders
Summary

PO Number:

PO-16-1080-OSD01-OSD10-00000003734

Short Description*:

Test Open Rolling 2 PS

Purchaser:

Short, Paul

Fiscal Year:

2016

Department*:

OSD01 - Operational Services Division

Location*:

OSD10 - Ashburton RM1017

Solicitation Enabled:

☐

Type Code*:

SW - Statewide Contract

Catalog*:

Entered Date:

07/29/2015 03:45:03 PM

Print Dest Detail:

If Different

Control Code:

Retainage %:

0.0

Contact Instructions:

Tax Rate:

Special Instructions :

this is to test the special instrucionts cus

Date Last Updated:

08/13/2015 04:36:24 PM

Release:

0

Status:

3PI - In Progress

Receipt Method:

Quantity

PO Type:

Blanket

Organization:

Operational Services Division

Print Format: *

Purchase Order Print

Release Type:

Direct Release

RPA Release Allowed:

☐

Alternate ID:

User last Updated:

Paul Short


Save & Continue

Special Instructions area enables a 1,000 character message to be entered by the Purchaser on the PO.

COMMBUYS Enhancements

PO Print Form Improvements

Page 1 of 2



Operational Services Division

Purchase Order

Blanket Order Number

PO-14-1080-OSD01-OSD10-00000000368:10

Show this number on all packages, invoices and shipping papers

VENDOR

Vendor Number: 300114
Carr Hardware and Supply
Po Box 1153
Pittsfield, MA 01202

SHIP TO

Front Desk
1 Ashburton Place
Room 1017
Boston, MA 02108
US
Email: test@periscopeholdings.com
(123) 456-7890

SPECIAL INSTRUCTIONS

Special Instructions entered by the Purchaser on the PO appear on the PO print form under the vendor information area.

BILL TO

Accounts Payable
OPERATIONAL SERVICES DIVISION
1 ASHBURTON PLACE ROOM 1017
Boston, MA 02108
US
Email: cbproductionsupport@state.ma.us
(123) 456-7890

Bill-to Email is pulled for the specific location as set up by the OA.

Solicitation (Bid) No.: _____

Shipping Terms: _____
Delivery Calendar Day(s) A.R.O.: 0

Item # 1
Class-Item 27-11-00
27-11-00-00-0000
12OZ Amish WD Milk Reference Price List for Discounts.

Quantity	Unit Price	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1.00	\$ 100,000.00	EA	0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 100,000.00

TAX: \$ 0.00
FREIGHT: \$ 0.00
TOTAL: \$ 100,000.00

PURCHASED

By: Joe Purchaser
Phone#: 617-555-0000
Email: joe.purchaser@state.ma.us
BUYER

Purchaser contact information appears on the form.



COMMBUYS Enhancements

Streamlined Receiving Screen



The Receiving function in COMMBUYS enables agencies to record full or partial receipt of goods and services centrally in an online system, eliminating risk associated with tracking paper records of partial deliveries and providing accounts payable with an accurate record against which to pay vendor invoices. Agencies will see a difference in the Receiving screen when enhancements are implemented on September 8. What appears now on a series of tabs will be consolidated onto one screen/tab, eliminating the need for extra steps to record information and streamlining the receiving process.



UNSPSC Code Browse | My Account | Customer Service | About

Current Organization: Operational Services Division

August 6, 2015 11:06:29 AM EDT

Home | Items | Documents | Vendors

Quick Buy | Find It

Chris Swistro

Receipt # 0001809 (In Progress) - Purchase Order # PO-14-1080-OSD01-OSD10-00000000619:338

Confirmation Messages

• Changes saved successfully.

Header Information

Receipt Number: 0001809

Receipt Status: SCI - In Progress

Receipt Description *: purchase to test receiving

PO Number: PO-14-1080-OSD01-OSD10-00000000619:338

PO Status: 3PS - Sent

Alternate ID:

Department *: OSD01 - Operational Services Division

Location *: OSD01 - Ashburton RM1017

Receipt Owner *: Swistro, Chris

User Created: Chris Swistro

Date Created: 08/06/2015 11:04:49 AM

User Last Updated: Chris Swistro

Date Last Updated: 08/06/2015 11:04:49 AM

Attachments

Files:

Forms:

Item Information

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Comments	Selected
							<input checked="" type="checkbox"/>

COMMBUYS Enhancements

Documenting Statewide Contract Activity in COMMBUYS with New RPA Release Functionality

Issue	Enhancement
<p>Provide capability for use of RPAs to capture purchasing transactions after the fact for Statewide Contract purchases that cannot be handled in a standard fashion.</p> <p>Value to the Customer: Enabling buyers to record contract purchases after-the-fact in COMMBUYS means agencies may access and analyze their purchasing and procurement activity using the reporting tools in COMMBUYS. It also provides greater detail of overall Commonwealth purchases that will be used to drive better value on future Statewide Contracts.</p>	<p>RPA, or Request for Payment Authorization, is a special COMMBUYS requisition type that enables buyers to document purchases after the fact. New RPA Release functionality will require departments to document after-the-fact Statewide Contract purchases. Once a good or service from an RPA-enabled Statewide Contract is procured, departments should process an RPA Release against the pertinent existing MBPO and record such purchases after the fact.</p> <p>Availability: RPA Release requisition capability will be available and appropriate Statewide Contracts will be RPA-enabled by September 14. OSD will publish the list of RPA-enabled Statewide Contracts and keep users updated if additional Statewide Contracts are RPA-enabled going forward.</p> <p>Training:</p> <ul style="list-style-type: none"> • Webinar – 9/14, 9/17, 9/24 and beyond • Webcast available 9/14 • Two job aids – will be published 9/14 • Purchasing class will be updated by 9/14 <p>Policy Implications: With the availability of the Release RPA, Departments are required after the fact to use the Release RPA to record purchases off of Statewide Contracts that are RPA-enabled. The COMMBUYS Use Policy for Purchasing Organizations is being updated to include RPA functionality.</p> <p>* “Open Market” RPA functionality has been available; Release RPA functionality for Statewide Contract Purchases will be coming online in September.</p>

Context for RPA Use

Recording Purchases Through COMMBUYS

The information on the following slides is intended to provide guidance to Executive department agencies on COMMBUYS purchasing and use of the RPA.

- Agencies should make every attempt to use standard Purchase Orders for mandated COMMBUYS purchases.
- RPAs should be used for exceptional cases – in the case of an unanticipated event or when something is not able to be ordered using the standard PO process.
- The availability of RPA Release-enabled Statewide Contract MBPOs will help ensure accurate reporting of contract usage, information crucial to support ongoing improvement to Statewide Contracts and inform future contract and vendor negotiations.

Requisition Type	Description	Business Scenario
RPA Release	Unanticipated Purchases for items on Statewide Contract	Windshield replacement
RPA Release	Normal PO process to purchase items on Statewide Contract is impractical due to a system or process currently in place	Re-stock of pharmaceuticals
“Open Market” RPA (“RPA” in COMMBUYS)	Emergency purchases for items not on Statewide Contract	Snow melting equipment purchased during a major snowstorm

Guidance on Using RPAs

Statewide Contracts and Departmental MBPOs

Statewide Contracts

Statewide Contracts covering goods and services related to exceptional purchasing cases will be updated so that they are RPA Release enabled. The initial list of Statewide Contracts to be RPA Release-enabled includes:

- VEH97- New Tires, Retreads/Retreading and Total Tire Management Program
- OVM08 - Windshield and Glass Replacement for Vehicles
- MED38 - Pharmaceutical Prime Vendor
- MED44 - Reference Laboratory Services
- FAC82 - Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response

Departmental MBPOs

OSD's initial focus is on recording Statewide Contract Purchases in COMMBUYS after the fact using an RPA. Later this fall, OSD will be developing guidance regarding the use of RPAs on Departmental MBPOs.

Guidance on Using Purchase Orders Instead of RPAs

Business Process Updates

OSD is aware that some Statewide Contract purchases to date, particularly those associated with staff augmentation, temporary help services, fuel oil and phone bills, have not been recorded in COMMBUYS, or have been recorded using an “Open Market” RPA.

Effective September 14th:

1. Agencies should use a standard COMMBUYS Purchase Order to record new or ongoing purchases of these types from Statewide Contracts
 - For example, purchases of services from an IT contract vendor should be recorded in a PO to the contract vendor
 - For ongoing engagements, POs should be created for the remaining amount of the contract within the current fiscal year
 - PO dollar amount should align with what is budgeted in your spending plan for the fiscal year and with the MMARS encumbrance for the purchase
2. To ensure Purchasing detail is captured in COMMBUYS, agencies should record a full or partial receipt of those services in COMMBUYS as vendor invoices are submitted and accepted by the agency.
 - POs can be set up to receive on quantity or on dollars
 - Users with Purchaser roles perform the Receiving function in COMMBUYS

Purchasing Guidance

The Object Code Perspective

Thinking about purchases in terms of object codes may help guide when a purchase needs to be reflected in COMMBUYS and, therefore, reflected in COMMBUYS using a standard Purchase Order, or an RPA when a purchase needs to be recorded after the fact. In general, the purchase of goods or services within these object codes are covered under 801CMR21 and should be made through COMMBUYS:

Object Class	Codes
Administrative Expenses – Office and Printing Supplies; Exhibits; Bottled Water; Conference Space	E01, E02, E14, E15, E22,
Programmatic Facility Operational Supplies and Related Expenses – Food/Beverages; Pharmaceuticals; Lab/Med Supplies; Clothing; Facility Furnishings; Library/Teaching Supplies; Manufacturing Supplies; Vehicle Maintenance/Repair Parts; Law Enforcements Supplies; Wholesale Supplies	F01, F03, F04, F05, F06, F07, F08, F09, F10, F11, F13, F16, F18, F19, F21, F24, F27, F28
Energy Costs - Vehicle and Building Fuel; Energy Savings; Natural Gas Supply; Electricity Supply	G05, G06, G10, GG1, GG3
Consultant Service Contracts- Legal Services; Exam Developers; Management Consultants and Related Travel Reimbursements; Recruiters; Program Coordinators; Financial, Engineering Research, Media and Communications, and Health and Safety Services	H09, H13, H19, H21, H22, H23, H30, H98, HH1, HH2, HH3, HH4
Programmatic Operational Services – Legal Support, Auxiliary and Non-Medical Services; Appraisers; Examiners; Laboratory and Laundry Services; Surveyors; Foods Services; Reimbursement for Prog. Expenses	J07, J10, J16, J25, J27, J33, J44, J46, J50, J54, J56, J58, J98, JJ1, JJ2, JJ3
Programmatic Equipment Purchases – Education and Facility Equipment; Vehicle Equipment; Office Equipment; Medical Equipment; Law Enforcement and Heavy Equipment; Broadcasting Equipment	K02, K03, K04, K05, K06, K07, K09, K10, K11, K12
Equipment Maintenance and Repair – Maintenance and Repair of Educational, Vehicle, Office, Printing, Medical, Law Enforcement and Heavy Equipment; Maintenance and Repair of Office Furnishings	L42, L44, L45, L46, L47, L49, L50, L51, L52, L63
Construction Services, Engineering , Research and Scientific Services; Waste and Snow Removal – Appraisers; Construction Management; Cost Estimators; Lateral Construction Planning and Engineering; Lawn and Grounds Equipment/Repair; Facilities Maintenance Supplies; Cleaners, Janitors, Exterminators, Snow Removal; Hazardous /Non-Hazardous Waste Removal	N04, N05, N06, N12, N13, N14, N51, N52, N60, N61, N64, N70, N71, N72, N73, N74, N98, NN1
Information Technology Expenses – Voice/Data Telecomm Services; IT and Software Licenses; IT Professionals; Cabling; IT Equipment Purchases, Maintenance and Repair; IT Contract Services	U01, U02, U03, U05, U06, U07, U10, U11, U98

Purchasing Guidance

The Object Code Perspective

In general, agencies purchasing goods or services within these object codes, though covered under 801CMR21, are not currently required to reflect those purchases in COMMBUYS.

Object Class	Codes
Reimbursement for Travel and Other Expenses for Board Members	E98
Natural Gas	G11
Honoraria, Labor Negotiators	H15, H17, H78
Board and Commissioner Fees	J62
Programmatic Equipment TELP, Lease and Rental	L03, L04, L05, L06, L07, L09, L10, L11, L22, L23, L24, L25, L26, L27, L29, L30, L31, L32
Purchased Client Human and Social Services; Medical and Non-Medical Services Provided by Individuals	M01, M03, M04, M10, M11, M1M, M2M, M78, M98, MM1, MM3
Initial Furnishing and Equipment Purchases; Highway/Lateral Maintenance Materials; Non-Major Facility Maintenance and Repair; TELP Lease Purchase of Facility Infrastructure, Lawn and Grounds Maintenance	N18, N23, N50, N62
IT Equipment TELP, Lease or Rental	U08, U09

Purchasing Guidance

The Object Code Perspective

Agencies purchasing goods or services within these object codes not covered under 801CMR21 are not required to reflect those purchases in COMMBUYS.

Object Class	Codes
Object Classes AA, BB, CC, DD, PP, RR, SS, TT	All codes
Postage; Periodical and Cable Subscriptions; Advertising Expenses; Fees, Fines, Licenses, Permits, Chargebacks; Employee Travel Expenses; Conference, Training and Registration Fees	E06, E12, E13, E19, E21, E25, E41, E42, E43, E53, E80, EE2
Municipal Taxes	F22
Office Space Rental; Electricity; Water and Sewer; Late Penalty Interest for Utilities	G01, G03, G08, G97
Court Investigators; Guardians ad litem; Jury Fees; Law Enforcement, Sherriff Services, Work Study	J13, J19, J24, J28, J41, J57
Reimbursements for expenses incurred on behalf of clients; Tuition and Educational Fees; Tax Reportable Reimbursements	M02, M07, MM2
Major Construction, Renovation, Building Alteration and Land Improvements; Legislatively Mandated Purchases Other Than Land; Highway/Lateral Construction and Maintenance Improvements; Relocation Costs for Land Taking; Late Payments on Construction Projects	N16, N20, N21, N22, N30, N95
Initial Prize Payments	T05

Purchasing Guidance

Review of Common Questions

This table is intended to serve as a quick reference guide addressing common areas of questions and confusion.

For what goods and services do I record my purchase in COMMBUYS?

In COMMBUYS	Not in COMMBUYS
Car rental	TELP
Conference space rental	Office space rental/RPO
Natural gas purchased from a DPU-licensed supplier	Natural gas purchased from an investor- or municipality-owned utility
Items covered by 801CMR21 purchased with a credit card	Payment to credit card companies
Phone bills	Periodical subscriptions, conference fees

Organization Administrator

COMMBUYS Updated Security Controls

Today, an Organization Administrator (OA) has the ability to add additional OAs for their organization. Effective September 8, in order to strengthen internal controls, only COMMBUYS Internal Administrators will have the ability to add an OA for an organization.

Agency OAs must submit an Organization Administrator Designation form to the COMMBUYS Help Desk at commbuys@state.ma.us to request that a new OA be added.

Note: OA designation requires Department Head, CFO and CPO signature.

Once an Internal Administrator has added the OA, the OA will be able to set up buyers, departments, and locations in COMMBUYS for their organization.

Appendix II: COMMBUYS Registration Form

Section A - Operational Services Division Membership Form

Operational Services Division Membership Form <i>(All Fields Required)</i>	
Designated COMMBUYS Organization Administrator Name:	
Title:	
Please <u>Check One</u> :	<input type="checkbox"/> COMMBUYS Organization Administrator <input type="checkbox"/> COMMBUYS Back up Organization Administrator
Purchasing Organization Name:	
Address Line 1 (Valid street address):	
Address Line 2	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
E-Mail Address:	
Organization Website:	

APPROVALS <i>(All Signatures Are Required)</i>		TITLE	DATE
COMMBUYS Organization Administrator Signature			
Department Head Signature (or equivalent)			
Chief Procurement Officer Signature (or equivalent)			
Chief Fiscal Officer Signature (or equivalent)			

If an organization/department does not include individuals with the titles identified in the signature lines of this form, at its discretion, OSD may waive the requirements contained in this form and will work with the organization/department to ensure that proper authorization to establish an account is provided.

Organization Administrator

Readiness Checklist

This checklist provides Organization Administrators with a list of action items to review in preparation for the coming enhancements. Each topic will be covered in the [COMMBUYS Enhancements: Organization Administrators Readiness Webinar](#).

Action	Related Enhancement	Explanation
Set up RPA users in COMMBUYS	RPA Release & "Open Market" RPA (RPA in COMMBUYS)	Once the Department identifies who will be entering RPAs, the OA will need to make sure those staff members are set up with the appropriate role in COMMBUYS. The Department Access role may be configured as "Contract Shopper" for those entering RPA Release Requisitions, or "Requisitioner" for those entering both Open Market and Release RPA Requisitions.
Update/create approval paths for RPA Release (optional)	Release RPA	It is assumed that Departments have controls in place governing the approval of purchases that result in the need to enter an RPA into COMMBUYS. While not required, sound business practice suggests that RPA and RPA Release documents be subject to an approval path in COMMBUYS to confirm the purchasing decision.
Review Ship-to/Bill-to addresses	PO Print Form	OAs should review Ship-to addresses to make sure they are physical locations, and ensure all Location email addresses are correct (the Location email address appears in the Bill-to address area on the PO print form). Specific delivery, billing instructions and email contacts may be included by the Purchaser in the Special Instructions field.
Set up Department logo on PO print form (optional)	PO Print Form	Beginning October 1, Departments have the ability to replace the Commonwealth Seal on the PO print form with their Departmental logo. OAs will get specific guidelines and how-to instructions for making this change.
User set-up for Receiving	Receiving screen	Receiving in COMMBUYS is done by a user with a purchasing role. While receiving is included in the Basic Purchaser role by default, OAs will need to update the user profile of Department Access users by selecting "Receiving" in their user profile.



MMARS Interface Update

Implementation Delayed



OSD, the Comptroller's Office, and MassIT are continuing our work to provide a highly secure web services interface that will support the passing of information and transactions between MMARS and COMMBUYS (Phase II). This is the first time that a web services interface will be used to connect to MMARS. Therefore, the agencies involved in implementing the MMARS interface agree that we need to proceed judiciously.

To ensure that we have the best solution possible to protect against unauthorized access to either system, we will be taking some additional steps in the review process.

We will provide periodic updates on the status of the web services interface.

Ongoing Readiness Activities

Training Calendar

Enhancement	Training and Resources
Open and Rolling Enrollments	<p>Webinar – 9/4, 9/8, 9/10, 9/14, 9/16, 9/18. 9/22 and beyond</p> <p>Webcast - available 9/11</p> <p>Two new job aids – will be published 9/4</p> <p>MBPO and Procurement classes - will be updated by 9/4</p>
Release RPA for Statewide Contract Purchase	<p>Webinar – 9/14, 9/17, 9/24 and beyond</p> <p>Webcast - available 9/14</p> <p>Two job aids – will be published 9/14</p> <p>Purchasing class - will be updated by 9/14</p>
PO Print Form Enhancements	<p>Updated PO job aid available 8/31</p> <p>Purchasing class will be updated by 8/31</p>
Grants UNSPSC Code	<p>Three new job aids - to be published 9/1</p> <p>Vendor and Procurement classes - updated 8/21</p>
Receiving	<p>Webinar - 9/4, 9/9, 9/11, 9/16, 9/17, 9/22, 9/29, 10/15 and beyond</p> <p>Four updated job aids - were posted 8/14</p>
Enhancements Overview for Organization Administrators	<p>Webinar to walk through each enhancements and OA readiness items to be offered</p> <p>Webinar dates: 9/2, 9/3, 9/9, 9/11, 9/18, 9/29 and beyond</p>

Visit the [OSD Training and Event Calendar](#) for a complete list of classroom and webinar training and links to registration.

Ongoing Readiness Activities

Update

Focus on Organization Administrators

Recent analysis showed that some Departments may need to invest in OA training.

- 17 Departments have only one OA with no back-up
- 19 Departmental OAs either have not logged into COMMBUYS for more than six months or have never logged into COMMBUYS

Training has reached out to these Departments and OAs directly about upcoming training opportunities. We encourage newly appointed OAs, or those who may feel they need to brush up on the OA functions, to attend a training class.

- ✓ Organization Administrator full-day training will be held on 9/9, 9/30, 10/19, and 10/21
- ✓ **EVERY** OA should plan to participate in the webinar “COMMBUYS Enhancements: Organization Administrators Readiness” to be offered 9/2, 9/3, 9/9, 9/11, 9/18, 9/29

Link to full class descriptions, schedule and registration at the [OSD Training and Events](#) page.

Vendor Readiness

Large/Complex Vendor Set-up

Issue

Vendor registration information for some large or complex vendor organizations, like hospitals and universities, is inconsistent, making it difficult for buyers to locate the vendor with which they need to do business. What do we mean by large, complex vendors?

- Vendors with an extended organizational structure, such as hospitals with numerous departments and programs, universities with multiple campuses, and large corporations with disparate divisions.
- Vendors with numerous satellite departments or divisions operating under the same Tax Identification Number.

Action

New Guide for Large Vendors – OSD has developed specific guidance to large vendors on setting naming conventions for associated organizations, profile set-up to enable better search results for the buyer, and reminders about seller set-up options to ensure that appropriate seller representatives receive orders and bid notifications. This guide will be used in the Large Vendor Outreach Pilot, explained below, and then updated and made available for general use this fall.

Large Vendor Outreach Pilot – OSD is analyzing a set of five large vendors with multiple associated organizations (primarily hospitals and universities) and will reach out to those seller administrators for a discussion and tutorial.

Liaison Resources



Links to Presentations, Emails, and Meeting Recordings

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/resources-for-all-commbuys-liaisons.html>

Budget, Taxes & Procurement	Employment, Equal Access, Disability	Property Management & Construction	Hearings and Appeals	Research & Technology	Employee Insurance & Retirement Benefits
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Home > Budget, Taxes & Procurement > Procurement Information > Conduct a Procurement > Resources for All COMMBUYS Liaisons

Resources for All COMMBUYS Liaisons

[Back to COMMBUYS Home Page](#)

We have built this online "toolkit" for COMMBUYS Liaisons to serve as a resource for organizations preparing to use features of COMMBUYS Ph II. The toolkit contains copies of Liaison meeting presentations, links to email communications, and other tips and tools developed through the readiness period.


- [Phase II All Liaison Kickoff Meeting Presentation - March 30, 2015](#) 1MB
- [Phase II All Liaison Kickoff Meeting Video Presentation - March 30, 2015](#)
- [Phase II All Liaison Meeting with Project Updates - April 13, 2015](#)
- [Phase II All Liaison Meeting with Project Updates Video Presentation - April 13, 2015](#)
- [CB Phase II Liaison Meeting on Departmental Contracts - April 21, 2015](#)
- [Phase II All Liaison Meeting on Department Contracts Video Presentation - April 21, 2015](#)
- [Sample Letter to Departmental Contractors Urging Registration in COMMBUYS](#)
- [All Liaison Message #1 - Welcome + Resource Links](#)
- [All Liaison Message #2 - Schedule Update + Business Process Review](#)
- [All Liaison Message #3 - Departmental MBPOs and Catalogs](#)

YouTube

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COMMBUYS Phase II All-Liaison Update Meeting on Departmental Contracts



April 21, 2014

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Phase II Liaison Meeting on Departmental Contracts 21 Apr, 2015



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